



MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: TEACHER AIDE

SALARY RANGE: NEGOTIABLE

LOCATION: MUSCOGEE (CREEK) NATION HEADSTART
OKMULGEE, YEAGER

JOB DUTIES: Under the supervision of the Teacher, the Teacher Aide shall be responsible for coordinating all phases of the Head Start Program and Classroom with the Teacher. Shall understand the philosophy of the program and describe goals and objectives to others. Shall follow the guidelines set in the Head Start and Muscogee (Creek) Nation Policy and Procedures manual. Shall complete records, forms, and all other duties as assigned by the Teacher or Center Supervisor. Shall inspect center facility, playground, vehicles, etc. and immediately reports to the Center Supervisor any repairs or maintenance needed. Shall assist the Teacher with lesson plans, room management and all other center activities and shall maintain scheduled activities in the Teacher's absence. Shall assist in conducting home visits and in conducting ongoing recruitment. Shall assist in maintaining current and accurate records as required by the program, as well as maintaining the cleanliness of the center and buses. Shall obtain required certifications. Shall perform any and all other duties as assigned.

JOB QUALIFICATIONS: *Minimum Requirements:* High School Diploma or equivalent. Must have knowledge and experience with Indian inter-personal relationships, and previous experience in dealing with children. *Preferred Requirements:* Child Development Associate (CDA) Certificate. Must have a valid drivers license. Must submit to and pass all necessary background checks and drug testing.
***COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**

INDIAN PREFERENCE

CLOSING DATE: SEPTEMBER 29, 2006

SEND APPLICATIONS TO: Muscogee (Creek) Nation Personnel Services
P.O. Box 580
Okmulgee, OK 74447
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